

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



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NUMBER 9.3

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Methodology to Review Fleet Utilization

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Develop methodology to review fleet utilization

PROCEDURE: The Equipment Services Division is charged with the responsibility of

reviewing vehicle and motorized equipment utilization at least once per year or as much as once per month or as deemed necessary during the life of the equipment for an accurate depiction of equipment useful life. As vehicles reach the end of their useful life it is imperative to control costs by evaluating such things as fuel consumption, repair costs, down time, mileage / hours, etc. Another factor that is crucial to balancing utilization for the overall fleet is to control fleet deployment by increasing usage. That is accomplished by exchanging similar types of low usage vehicles for those with higher mileage whenever possible.

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The current review process uses two reports; a fleet utilization report (Equipment Usage Report) and an Equipment Replacement Listing generated from the fleet data system. These reports are run at the

following intervals:

Prior to development of the budget submission

Prior to budget implementation

At issuance of the adopted budget

• Prior to preparation of fleet replacement specifications

Prior to fleet purchases

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• At the end of each quarter of the fiscal year

The Equipment Usage Report includes vehicle information by department, equipment identification number, year, make, model, meter type, beginning and ending mileage readings and usage. Usage calculates mileage for the period covered, the report is color coded so that vehicles that fall below 500 miles used are shown in red and all others are shown in green.

The Equipment Replacement Listing from the FASTER fleet data system assigns a point value to the age of the equipment, maintenance dollars spent and mileage or hours of operation. The closer the total for a piece of equipment is to 15 the closer it is to being replaced. If necessary, a vehicle may be subjected to hands on evaluation by a vehicle technician.

The Equipment Analyst then uses this information to assist in the decision making process for vehicle replacements.

PREPARED BY: John Pecora, Equipment Analyst

DATE: August 16, 2010